



# Internship Program

## Intern

Intern Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Degree Program: \_\_\_\_\_

GPA: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_

School Liaison Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Liaison Title/Department: \_\_\_\_\_

Email: \_\_\_\_\_

## Park

Park: \_\_\_\_\_

Unit/District: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Internship Details

Date (begin-end): \_\_\_\_\_

Work Schedule (Please fill in hours)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

[illegible]

## Evaluation Sheet

| Duty  | Evaluation | Justification |
|---|------------|---------------|
| Develop Water Quality Survey Standard Operating Procedure |            |               |
| Water Quality Data Collection                             |            |               |
| Avian Population & Health Survey                          |            |               |
| Visitor Interaction and Interpretation                    |            |               |
| Assist other employees as needed                          |            |               |
| Final Report  |            |               |

## Evaluation Scale

The National Park Service employees are rated biannually according to the scale below. In the interest of experience the intern will be rated as though they were an employee once mid-semester and at the end of the semester.

|                             |   |
|-----------------------------|---|
| <b>Exceptional</b>          | 4.6 – 5.00 AND No critical element rated lower than “Superior”.             |
| <b>Superior</b>             | 3.6 – 4.59 AND No critical element rated lower than “Fully Successful”.     |
| <b>Fully Successful</b>     | 3.0 – 3.59 AND No critical element rated lower than “Fully Successful”.     |
| <b>Minimally Successful</b> | 2.0 – 2.99 AND No critical element rated lower than “Minimally Successful”. |
| <b>Unsatisfactory</b>       | One or more critical elements rated “Unsatisfactory”.                       |

Final grades are up to the academic institution and any evaluations from the supervisor are suggestions based on performance. Suggested corresponding grades are as follows:

| Letter Grade | NPS rating  |
|--------------|---|
| A+           | Exceptional (4.6 – 5.00)  |
| A            | Superior (3.6 – 4.59)   |
| A-           | Fully Successful (3.0 – 3.59)   |
| B            | Minimally Successful (2.0 – 2.99)                                     |
| C            | Unsatisfactory (One or more critical elements rated “Unsatisfactory”) |

Signature Sheet

**Notification of Standards:** *Signatures certify that critical elements/standards were discussed)*

|           |                   |             |
|-----------|-------------------|-------------|
| Employee: | Field Supervisor: | Supervisor: |
| Date:     | Date:             | Date:       |

**Employee Input into Development of Standards:** *Signatures certify intern involvement was solicited by supervisor:*

|           |       |                   |       |
|-----------|-------|-------------------|-------|
| Employee: | Date: | Field Supervisor: | Date: |
|-----------|-------|-------------------|-------|

**Progress Review:** *Signatures certify that performance was discussed.*

|           |       |                   |       |
|-----------|-------|-------------------|-------|
| Employee: | Date: | Field Supervisor: | Date: |
|-----------|-------|-------------------|-------|

**Final Review:** *Signatures certify that performance was discussed.*

|           |                   |             |
|-----------|-------------------|-------------|
| Employee: | Field Supervisor: | Supervisor: |
| Date:     | Date:             | Date:       |